

Meeting Notes

June 7, 2002

9:30 – 12:30

Attendance

Council Members:

Paula Hammond, Chair, Department of Transportation
Reg Clarke, Washington Association of Pupil Transportation
Liz Dunbar, Department of Social and Health Services
Glen Hallman, Consumer Representative
Michael Harbour, Washington State Transit Association
Allan Jones, Alternate, Office of the Superintendent of Public Instruction
Lynn Moody, Alternate, Community Transportation Association of the Northwest
Doug Porter, Alternate, Department of Social and Health Services
Bernice Robinson, Consumer Representative

Legislative Members:

Senator Marilyn Rasmussen Representative Alex Wood
Representative Fred Jarrett

Staff members:

Don Chartock, ACCT	Cathy Silins, WSDOT
Jim Erlandson, ACCT	Jim Slakey, WSDOT
Gordon Kirkemo, WSDOT	Brandy Tiller, WSDOT
Debra Mendoza, ACCT	Jeanne Ward, ACCT

Welcome and introductions

Paula Hammond welcomed everyone to the meeting. The council members introduced themselves.

Meeting notes from ACCT April 5, 2002

The Council approved the April 5, 2002 meeting notes.

Referendum 51: Boundaries for Council Members *Stephen Reinmuth*

Paula introduced Steve Reinmuth, Assistant Attorney General for the Department of Transportation. Steve provided information on Referendum 51 and what is permissible for Council members in regards to that referendum.

The section of the ethics and public service law, RCW42.52.180, prohibits public resources from being used to support or oppose a candidate, or a ballot measure. However, an agency, legislator or ACCT member may continue to do things that are part of their regular duties. This may include providing information to the public on what will happen under different funding scenarios. It is permissible to discuss what those various funding scenarios might look like, what the contingency plans are, and what projects may or may not get funded under the different scenarios.

Board members may be asked to participate in a Rotary lunch, sit on a panel, or talk with someone in the community regarding what ACCT believes should happen with respect to the future of transportation. Members can provide information in their public role, but cannot offer an opinion, unless done so as a private citizen and not as a Council member. The safest thing to do is not to express an opinion.

As chief council to WSDOT, Steve is the person coordinating Referendum 51 advice. He can answer any questions that Council members may have. Steve can be contacted at (360) 753-4960 or stephenr@atg.wa.gov. Paula added that when contacting Steve, members should identify themselves as ACCT Council members.

Council Members Reports *Council*

Glen Hallman reported on the Transportation Summit in Whatcom County. He stated that the final report is almost done and will be presented at a future meeting.

Budget Discussion

Paula introduced Jim Slakey, WSDOT, Public Transportation and Rail Division Director and Cathy Silins, Manager of the Public Transportation and the Transportation Demand Management Offices. They gave an overview of the reorganization of the Public Transportation Office, the budgets for the remainder of this biennium, and projections for next biennium.

Reorganization of the PTO *Cathy Silins*

Cathy presented charts showing the current structure and future integration of the Public Transportation Office, ACCT, and the Transportation Demand Management Office. This will allow for efficiency in delivering programs.

If Referendum 51 passes, there may be more programs to administer. This will require additional FTE's to work primarily with communities.

Overview of WSDOT budget and ACCT *Cathy Silins*

Cathy provided an overview of WSDOT's funding. She discussed the difference between 2001-03 and 2003-05 biennium. The "Pro Forma" 2003-05 budget based on projected revenues to the state is less than the 2001-03 budget. The amount of dollars available for Public Transportation is reduced from \$14 million to \$13 million.

The ACCT appropriation for the current biennium was \$877,000. In the "Pro Forma" Budget for 2003-05 the ACCT budget is reduced by \$500,000. An issue paper requesting that the half million dollars be restored was submitted to WSDOT on behalf of ACCT.

If Referendum 51 passes, the 2003-05 budget could be different. The Rural Mobility Grant Program may receive \$13.5 million and a new Paratransit Grant Program could get \$7.5 million. ACCT counties are eligible to apply for these grant programs. If there is funding for program or project development, then activities associated with coordination can receive funding out of those grant programs. The coalitions that have been historically funded through ACCT grants will be encouraged to apply for the competitive grants.

Remainder of 2001-03 *Jeanne Ward*

In addition to the specific funding ACCT receives from the legislature, there are significant contributions from other sources. WSDOT, DSHS and OTED provide a great deal of support to ACCT. ACCT would not have a JARC grant if not for the collaborative effort with Employment Security, DSHS, and OTED. There is no dollar amount that can be placed on the in-kind contributions that ACCT has received from communities and other state agencies working on coordination issues.

The total appropriation for the current biennium was \$877,000. \$532,990 has been committed to contracts. The ACCT budget projects administrative needs to be \$290,000 through the end of the biennium, leaving \$53,000 not allocated.

ACCT has received a letter from Liz Dunbar announcing that DSHS has had to withdraw some of their contributions due to budget difficulties.

The State is the recipient of the JARC Grant. FTA allows us to keep up to 10% of the grant for state administration. Only a portion of this amount was used to match the project manager who is housed within the Office of Trade and Economic Development. Recently, one JARC project returned its grant. Now ACCT can reallocate the money to administrative functions. ACCT will need to cover the \$50,000 loss from DSHS.

The ACCT staff will evaluate all counties that receive both ACCT and JARC grants. If the ACCT funds have not been spent, those counties will be asked to use JARC funding to free up state dollars.

There are several things that ACCT staff would like to do with the state funds:

1. Continue to participate in the Trip-Planner project with the Oregon Department of Transportation. This project requires a state match to the federal funds already committed by the WSDOT Public Transportation Office. Staff recommends a \$30,000 investment.
2. Chelan/Douglas and Grant/Adams want to partner on a coordination project. They have asked for some additional money to extend services into remote areas.
3. A Medicaid coordination demonstration project.
4. Chelan/Douglas Counties want to bring Okanogan County into their coalition.
5. Stevens and Ferry Counties would be pulled into the Pend Oreille Coalition.
6. Extend the Medicaid consultant for an additional year to help assist with the evaluation component of the projects.
7. Conduct a demonstration project from the school coordination project.
8. Mason and Pierce Counties will be ready to move into implementation during this biennium. They are being encouraged to work on applications for other grant processes.

2003-05 Decision Packages *Jim Slakey*

Jim announced that the Transportation Commission is scheduled to meet in July to discuss the various scenarios that have been presented to them. They will adopt a final budget in August.

He recommended that the Council members attend the Commission meetings to advocate for ACCT. The Commission Meeting schedule was handed out to the Council members.

Representative Wood informed the Council that it is very important to represent our cause this coming year because of the new leadership coming in. He thought that the timing would be perfect for getting ACCT and the benefits of coordination on the Legislative radar screen again.

Paula stated that she would be happy to write a letter from the Council. Jeanne stated that staff would email a draft of the letter to Council members for their input.

Distributing Grant Funds in 2003-05 *Cathy Silins*

The Legislature directed WSDOT to consult with ACCT and the Washington State Transit Association (WSTA) regarding criteria for distributing the Rural Mobility Grant Program and the new Paratransit Program funds.

WSDOT staff developed an advisory committee that include three members from ACCT, three from WSTA, the Executive Director for CTA-NW, staff from the Senate Transportation Committee and the House Transportation Committee. This group provided direction and information regarding the programs and legislative intent.

The committee came to a position, not a consensus, to use the ACCT definition of special transportation needs for the Paratransit grant program.

The application and guidelines should be out by the middle of June and will be available on the Internet. Applications are due to WSDOT on October 16, 2002. The majority of the projects will start July 1, 2003, however applicants will be asked if they will be able to start sooner.

Mike Harbour stated that transit members would like to see some of the rural funds directly allocated to some of the rural transit systems. It is very difficult to implement service if an agency is always depending on grants that are distributed every two years. A continuing, reliable source of revenue allows public transit agencies to establish a service that the public can count on to be there from year to year.

Communications Status Report *Stan Suchan*

Stan Suchan reported that the Communications team is running a little behind schedule. A communications plan was presented last fall with a series of deliverables to be completed by June 30, 2002. The plan is about 80-90% complete.

ACCT is providing technical assistance in communications and media relations to the grant managers at a training session on June 11, 2002 in Seattle. This information will help increase the community coalitions ability to use key messages.

Work Plan Status Reports

Overview *Don Chartock*

Don Chartock presented the key work activities performed within the last two months. He highlighted specific work items.

WorkFirst Transportation Initiative *Janet Abbett*

The WorkFirst Transportation Initiative (WTI) is an interagency coordinated effort between WSDOT, ACCT, CTED, DSHS and Employment Security. Janet Abbett stated that the first year WTI applied competitively to FTA for the Job Access and Reverse Commute grant program, Washington State received approximately \$850,000. WorkFirst provided state funding for the fifty percent matching requirement for the first year.

The second year WTI received a two million dollar earmark. WorkFirst again committed two million dollars in matching funds, but later withdrew a million of that due to budget cuts. There is currently a short fall in matching funding for the second year.

A six million dollar earmark has been established for year three. FTA decided that in 2002 even those states or organizations with Congressional earmarks would need to apply through a competitive process. Janet stated that Washington State had sixty days to apply to continue any existing projects and ninety days to apply for any new projects. The application for continuation of existing projects is due today, June 7, 2002. In a couple of weeks she will be receiving applications for new projects. Most of the agencies submitting JARC projects were able to come up with some level of local match. Most of the match was in-kind contributions.

Trip Planner *Kathy Lindquist*

The Trip-Planner is a web-based system that helps people plan public transportation itineraries. It will match riders with different forms of public transportation, depending upon an individual's needs and where they need to go. Potential riders will be able to log onto the website, let the system know if they have any special transportation needs, input starting and destination points, and let the computer plot them a trip. The website will provide exact directions, let the rider know the distance to the closest connection point, the cost of the trip, the

schedules of transportation providers along the route, and links directly to those providers.

The Trip-Planner started as a research project and has now moved into the realm of reality. A video display was presented to the joint ODOT/ACCT Council Meeting held in Vancouver in December 2001. Both WSDOT and ODOT have project teams that meet monthly. ODOT took the lead to develop a Request for Proposal for the development of the Trip-Planner specifications. Five proposals were received from venders. The selection date will be on June 10, 2002. The consultant will be conducting a workshop in September at the Public Transportation Conference.

The end value of the Trip-Planner is broad. Not only will it help people with special transportation needs, it could help all people in Washington make their transportation choices.

School/Community Transportation Coordination *Jeanne Ward*

Jeanne reported that the consultant is in the process of finishing the manual for School/Community Coordination that will be a road map for all the ACCT communities to use. It will be launched at the Washington Association of Pupil Transportation Conference on June 25, 2002 in Pasco. This conference will be an opportunity for direct discussions with individuals involved in public education. The presentation may also be made at several other conferences in the future. Jeanne stated that there would be a briefing at the next ACCT meeting.

Local Reports *Jim Erlandson*

Jim reported that coordination projects are addressing a variety of issues: information, planning, infrastructure, fiscal, marketing, ridesharing and public relations.

Spokane is developing a broad based system that will provide coordinate information provided by human services, public agencies, private companies, retailers, and consumers.

Pend Orielle County is developing a regional process to include Ferry County and Stevens County. Many of their transportation linkages are across the border into Idaho and into Spokane County.

Chelan/Douglas County is beginning the implementation of a project for expanding existing services to include four new providers.

Pacific County is working on a JARC grant for this coming year. They are also working on school coordination and may consider combining maintenance and fueling facilities.

Clallam County is on a fast track. They have a JARC grant and they are using some WSDOT vehicles, and rideshare vehicles.

Sound Transit Mobility Initiative Program *Mike Miller*

Mike Miller, the Mobility Initiative Project Coordinator for Sound Transit, gave an overview of the projects they are working on:

- A Regional Accessibility Guide will be published and distributed to individuals and social service agencies. It will be both web-based and printed. The guide is scheduled for completion by the end of the summer.
- ADA Experiential Sensitivity Training is provided to both Sound Transit's staff and contractors--including contractors who are working on the Capitol Projects.
- Braille plaques are being installed on bus bays and on-street bus stops.
- A Travel Training video will cover travel-training topics unique to Sound Transit.
- An Infrared Way finding Demonstration Project includes talking signs for the blind. The completion date for this is fall of 2002.
- Research money will be used to identify service gaps.

Pierce County Coalition *Tim Payne*

Tim Payne, Pierce Transit, stated that at the end of the month the Pierce County Coalition's Executive Committee will be presented with a coordinated transportation plan. After approval the coalition will embark on a four-year implementation period.

One very important part of their plan will be putting together a formal government structure between Pierce Transit, Pierce County, at least one or more of the major school districts within the county, and DSHS.

Doug Porter had a question regarding community coordination plans. He wanted to know at when the ACCT Council should hear about concerns with community proposals. Jeanne answered that the communities work on issues until they come to a point of impasse. Parties could come before the ACCT Council if the issue involves state law, regulations or rules. The Council could then determine an appropriate plan of action.

Audience Comments

No audience comments

Meeting adjourned

Decisions by the Council

The Council approved the June 7, 2002 meeting notes.

Next regular meeting

Friday, October 4, 2002
9:30–12:30

DOT Commission Board Room (1D22)
310 Maple Park Avenue, SE
Olympia, Washington 98504-7387

For questions regarding grant administration, policy and activities, contact Jeanne Ward, ACCT Administrator, at 360-705-7917 or wardje@wsdot.wa.gov. For information on meetings, agendas, materials, and clerical issues, contact Debra Mendoza, ACCT Secretary, at 360-705-7922 or Mendozd@wsdot.wa.gov.